

# Judicial Information Systems PCS Briefs

October, 2002

## Fall 2002 Release

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The Fall release is scheduled for disbursement in early January, 2003. Enclosed is a list of enhancements that are included in this release as well as documentation on how to use the new features.

### Items in this Issue

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- Executive Committee Task List
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- New Address

## Executive Committee Task List

The PCS executive committee met in May, 2002 for the first time and compiled a list of items that will be addressed by the PCS team in future software releases. Each item on the list was given a number of priority.

Those being the following

- 1 - Very Important
- 2 - Important
- 3 - Not as Important

It was also decided that all future requests for software enhancements must be made in writing. This was accomplished by developing an "Enhancement Request Form" that must be filled out before any software changes will be made. All enhancement requests will be reviewed by the executive committee and a decision will be made at that time if the request will be processed or not. Enclosed is a copy of the task list and an Enhancement Request Form for your reference.

## Juvenile Caseload Report Reminder

Please remember to enter the legal status of the juvenile on the EVT - Event Screen in the Status field when the legal status is decided or changes. These numbers are used to count the number of juveniles in the system. We have been told by SCAO that they are seeing problems with this area.

We have received quite a few help desk calls on how to produce the activity report. The juvenile activity report is produced along with the caseload report. This is a separate report that will probably be on hold in your spool file after you generate the caseload report. You will need to release this print job to print the activity report.

## Updated Caseload Flip Charts

Enclosed, you will find an updated flip chart for both Probate and Juvenile caseload reports.

**PLEASE DISTRIBUTE TO ALL USERS**

## Criminal History Reporting - CHR

Enclosed is the documentation that was handed out at the CHR meeting that was held this summer. Many courts now have the opportunity to start entering dispositional orders directly into the system instead of copying the order and sending it to the State Police.

In addition to the courts that were involved in Phase 1 of this project, any court with a direct communication line with JIS can use this feature. If you have an interest in this, please contact the JIS PCS team at 1-888-339-1547.

## Juvenile Forms Chapter - Replacement

Due to the fact that so many forms changed, we are sending out the replacement forms chapter that you can copy and distribute to all users of the JIS Juvenile system.

## Regional Administrator Information

Enclosed are instructions for updating the regional administrator name and address.

## JIS New Address

Please make a note of our new address:

Judicial Information Systems  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, MI 48909

Our telephone numbers did not change. You can reach the probate help desk at 1-888-339-1547 or our Southfield office at 1-800-572-1116.

## PACC CODE FILE

JIS will be updating this file as part of our regular release procedures to add pacc codes to the file and any available charge attributes as supplied to us by the Prosecuting Attorneys Coordinating Council (PACC/PAAM). It is important to note that this file is shared with the Circuit Court application if the circuit court in your county uses the JIS Circuit Court software.

### JIS Probate/Juvenile Help Desk

To contact the PCS help desk, please email us at:

**PCSHelpDesk@Courts.MI.GOV**